

SECTION 3 DES-OE CONSTRUCTION CONTRACT SERVICES & AUTHORITY TO ADVERTISE

3.1 PURPOSE

This section describes the:

1. DES-OE services to develop a construction contract ready for advertisement.
2. District requirements for a District Director to approve a construction contract's advertisement.

3.2 BACKGROUND

Executive authorization to a manager to approve construction contracts for advertisement is based on the manager's staff having the knowledge and ability to produce full, complete, and accurate set of plans, specifications, and estimate (PS&Es) in compliance with the State Contract Act and to meet statutory requirements and Department policies for advertisement.

3.3 RESPONSIBILITIES

3.3.1 DIVISION CHIEF OF ENGINEERING SERVICES

- Delegates annually, the authority to advertise delegation based on performance.
- Monitors performance of the authority to advertise delegation (both to District Directors and the DES Deputy Chief - Office Engineer).

3.3.2 DISTRICT DIRECTORS

- Certifies by approving to advertise a construction contract that the contract complies with statutory requirements and Department policies for advertisement.
- Requests Risk Advertisements, Risk Votes, Pre-Award Qualifications, DES-OE retention of RTL project and changes in contingency funding.

3.3.3 DEPUTY CHIEF - OFFICE ENGINEER

- Certifies by approving to advertise a construction contract that the contract complies with statutory requirements and Department policy for advertisement.
- Assures that an independent review (Independent Assurance (IA)) of the compliance is performed on a statistically significant number of construction contracts regardless of who approved the advertisement. Provides the districts regular reports on the IAs. The IA will be based on the Department's standards.

3.3.4 DES -OE, PS&E OFFICE CHIEF

- Assures quality assurance (QA) of construction contract documents produced by the office.
- Assures feedback to districts on the compliance of the PS&E Submittal with the Department's standards. .

3.3.5 PROJECT MANAGER

- Establishes and maintains project schedules. Understands that AADD is not a project schedule recovery tool.
- Resources project production through DES-OE based on established Workload Estimate Norm or based on agreement with DES-OE Office Chief of Project Control and Support.
- Supports the District Office Engineer (DOE) in delivering a full, complete, and accurate PS&E to DES-OE or to the district director for an AADD project.

3.3.6 DISTRICT OFFICE ENGINEERS

- Assures the quality (QA) of construction contract documents produced by the district.
- Ensures staff develops the knowledge and ability to assist PEs in understanding the Department's standards in delivering their PS&E to DES-OE. Successful completion of the "AADD Academy" is mandatory for staff submitting Authority to Advertise District Delegation (AADD) projects.

3.4 PERFORMANCE

3.4.1 DES-OE DELEGATION

DES-OE has the executive authorization to process the PS&E on any project subject to the State Contract Act into a construction contract. DES-OE can only accept PS&E submittals for projects in the Baseline Delivery Plan. PS&E submittals not on the Baseline Delivery Plan need approval from the Division of Project Management before DES-OE can accept the submittal and assign the project.

3.4.2 DISTRICT BASELINE DELEGATION

The baseline delegation for AADD is:

1. Major Maintenance projects (regardless of contract amount)
2. Capital Outlay projects not exceeding \$2 million, excluding projects with:
 - Cooperative Agreements with contributions;
 - Electrical contract item costs totaling more than 50 percent of the total contract item cost; and
 - Buildings.

Oversight projects are not eligible for AADD.